



2018-IPR-R8-FGII-010117

**FG II – Finance and Contracts Agent -
Secretarial support**

<p>Position for:</p> <p>FGII – Finance and Contracts Agent - Secretarial support</p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: https://ec.europa.eu/jrc/</p> <p>The current vacancy is within the Finance and Procurement Unit (JRC.R.8) which is part of the Resources Directorate.</p> <p>The mission of the Finance and Procurement Unit is to steer the application of harmonised financial and procurement procedures across the whole JRC and to support and coordinate the execution of the budget by efficiently managing all the financial and procurement activities, in a client responsive manner and in compliance with all applicable rules and regulations.</p> <p>The unit is currently looking for a Financial Initiating Agent who will be in charge of the financial initiation of orders and payments, who will assist in the preparation of calls for tender, creation of financial commitments as well as providing secretarial support to the unit.</p> <p>Qualifications:</p> <p>Working languages will be English and Italian. English is required at minimum level B2. Knowledge of Italian will be considered an asset.</p> <p>An experience of 2 years in finance and/or general secretarial support is required. On-the-job training and specific trainings in finance and procurement and the related IT tools will be provided.</p>
<p>Directorate</p> <p>Unit</p>	<p>Resources Finance and Procurement</p> <p>Further information: https://ec.europa.eu/jrc/</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site</p> <p>Country</p>	<p>Ispra</p> <p>Italy</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p>

1. CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: https://epso.europa.eu/documents/2240_en

Auxiliary contract staff:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

Please note that due to the high number of applications received only shortlisted candidates will be contacted.